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Job details

Job 1 of 1

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Bulletin Number 41600BR

Type of Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title FINANCIAL SPECIALIST I

Filing Type Standard

Filing End Date 08/13/2014

Filing End Time 5:00 pm PST

General Information The Department of Auditor-Controller, Administrative Services Division is seeking a well-qualified and highly motivated individual to fill a position in the Budget and Fiscal Services Unit at the level of Financial Specialist I. The position reports to the Budget and Fiscal Officer and is responsible for budget and fiscal support.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Financial Specialist I or of a comparable class, performing similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: SUBMISSIONS ARE ACCEPTED ONLINE ONLY. Please attach the required documents along with your resume.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- A Bachelor's degree from an accredited college or university in accounting, computer science, management science, public administration, or related field;
- Knowledge and experience of Los Angeles County budget processes, fiscal policies, or accounting processes and policies and procedures;
- Excellent business writing and oral communication skills;
- Strong analytical, organizational, and planning skills;
- Strong interpersonal skills;
- Ability to manage multiple priorities;

- Ability to independently perform job duties with minimal supervision;
- Ability to adapt to a fast-paced, complex, and changing work environment; and
- Strong proficiency in Microsoft Excel and Word applications.

Duties

Assisting in the preparation of departmental budget submissions and Budget Status Reports (BSRs) to the Chief Executive Office.

Administration of departmental expenditure requests.

Administration of billings from and to other departments.

Preparation and monitoring of Departmental Service Orders (DSOs).

Preparation of various reports and documents as needed to monitor and analyze expenditures and revenues.

**Vacancy
Information**

This vacancy is located in downtown Los Angeles at Kenneth Hahn Hall of Administration, 500 W. Temple St., Room 500, Los Angeles 90012.

Available Shift Day

Contact Name Jon Rono

Contact Phone (213) 974-8512

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Job Field Finance and Accounting

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